



Integrated Financial Management Program

Core Financial

Course Name: Purchasing

*Module 1: Contracts/Purchase Order
Processing*

(Non-Procurement Personnel)

Data Packet - MSFC

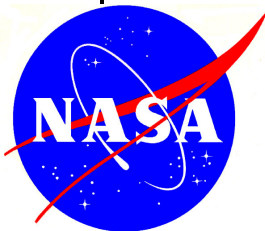


TABLE OF CONTENTS

TOPIC: Award Contract

ACTIVITY 1: Prepare, Complete, and Process Contractual Documents	
a. Data (TE-1)	3
b. Data (TE-2)	5
c. Data (TE-3)	7
ACTIVITY 2: Distribute Contractual Documents	
Data (TE-2)	9
ACTIVITY 3: Cancel Contractual Documents	
Data (TE-1)	10

TOPIC 1: Award Contract

ACTIVITY 1a: Prepare, Complete, and Process Contractual Document

Exercise TE-1. In this exercise, the Buyer has been tasked to prepare, complete, and process an **Outside Procurement - Training** contract for a *Statistical Process Control Course*. The award value is \$3,500.

FIELD	DATA
Transaction Code	ME21N
Order Type	Outside Proc – Training
PO Number	See Supplemental Data Sheet
Vendor	102015
<i>Header</i>	
Org data tab	
Purchasing org	MSFC
Purch. Group	See Supplemental Data Sheet
Delivery/invoice tab	
Payment terms	NT30
Incoterms	FOB / Destination
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
NASA data tab	
Funded thru Date	TBD by Instructor
PPC	99
Contract Type	FP
<i>Item Overview</i>	
Account Assignment	N
Item Category	D
Matl group	U
Short text	Statistical Process Control Course
PO quantity	(Defaults from Limits Tab)
Unit of Measure	(Defaults from Limits Tab)
Delivery date	TBD by Instructor
Net price	(Defaults from Limits Tab)
Plant	MSFC
Storage location	MSFC
Requisitioner	TD15
<i>Item Details</i>	
Limits tab	
Overall limit	\$3,500

Expected value	\$3,500
Account Assignment tab	
Quantity/percent	100
Cost ctr	62UP40
Order	FC300205
Network	6000001
Operation Number (Activity)	20
Fund	SAT292002D
NASA data tab	
Total Value	\$3,500
Created Date	Current Date

Note: To complete activity, refer to the “Prepare/Complete Obligor Contractual Documents” user procedure within the OLQR.

TOPIC 1: Award Contract

ACTIVITY 1b: Prepare, Complete, and Process Contractual Document

Exercise TE-2. In this exercise, the Buyer has been tasked to prepare, complete, and process an **Outside Procurement-Training** contract for *Project Management Course*. The award value is \$7,500.

FIELD	DATA
Transaction Code	ME21N
Order Type	Outside Proc – Training
PO Number	See Supplemental Data Sheet
Vendor	102015
<i>Header</i>	
Org data tab	
Purchasing org	MSFC
Purch. Group	See Supplemental Data Sheet
Delivery/invoice tab	
Payment terms	NT30
Incoterms	FOB / Destination
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
NASA data tab	
Funded thru Date	TBD by Instructor
PPC	99
Contract Type	FP
<i>Item Overview</i>	
Account Assignment	N
Item Category	D
Matl group	U
Short text	Project Management Course
PO quantity	(Defaults from Limits Tab)
Unit of Measure	(Defaults from Limits Tab)
Delivery date	TBD by Instructor
Net price	(Defaults from Limits Tab)
Plant	MSFC
Storage location	MSFC
Requisitioner	TD15
<i>Item Details</i>	
Limits tab	
Overall limit	\$7,500

Expected value	\$7,500
Account Assignment tab	
Quantity/percent	100
Cost ctr	62UP40
Order	FC300205
Network	6000001
Operation Number (Activity)	20
Fund	SAT292002D
NASA data tab	
Total Value	\$7,500
Created Date	Current Date

Note: To complete activity, refer to the “Prepare/Complete Obligating Contractual Documents” user procedure within the OLQR.

TOPIC 1: Award Contract

ACTIVITY 1c: Prepare, Complete, and Process Contractual Document

Exercise TE-3. In this exercise, the Buyer has been tasked to prepare, complete, and process an **Outside Procurement – Training** contract for a *Laser Optics Course*. The award value is \$2,950.

FIELD	DATA
Transaction Code	ME21N
Order Type	Outside Proc – Training
PO Number	See Supplemental Data Sheet
Vendor	102015
<i>Header</i>	
Org data tab	
Purchasing org	MSFC
Purch. Group	See Supplemental Data Sheet
Delivery/invoice tab	
Payment terms	NT30
Incoterms	FOB / Destination
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
NASA data tab	
Funded thru Date	TBD by Instructor
PPC	99
Contract Type	FP
<i>Item Overview</i>	
Account Assignment	N
Item Category	D
Matl group	U
Short text	Laser Optics Course
PO quantity	(Defaults from Limits Tab)
Unit of Measure	(Defaults from Limits Tab)
Delivery date	TBD by Instructor
Net price	(Defaults from Limits Tab)
Plant	MSFC
Storage location	MSFC
Requisitioner	TD15
<i>Item Details</i>	
Limits tab	
Overall limit	\$2,950

Expected value	\$2,950
Account Assignment tab	
Quantity/percent	100
Cost ctr	62UP40
Order	FC300205
Network	6000001
Operation Number (Activity)	20
Fund	SAT292002D
NASA data tab	
Total Value	\$2,950
Created Date	Current Date

Note: To complete activity, refer to the “Prepare/Complete Obligating Contractual Documents” user procedure within the OLQR.

TOPIC 1: Award Contract

ACTIVITY 2: Distribute Contractual Documents

Exercise TE-2. In this exercise, the Buyer has received notification via SAP workflow, that the contract for the *Project Management Course* has received final approval. Soon after, the Buyer received notification from the Contracting Officer that the award document had been processed and was ready to be distributed. The Buyer must now make distribution of the contract. Print a copy of the contract to be mailed to the contractor.

FIELD	DATA
Transaction Code	ME22N
Purchase Order	See Supplemental Data Sheet
Output Type	Outside Procurement Training

Note: To complete activity, refer to the “Distribute Solicitation & Contractual Documents” within the OLQR.

TOPIC 1: Award Contract

ACTIVITY 3: Cancel Contractual Documents

Exercise TE-1. In this exercise, the Buyer has been informed that all funds have been frozen until further notice and that any unobligated procurement actions must be cancelled. The Buyer has not awarded the contract for the *Statistical Process Control Course*. Therefore, it must be cancelled. The Buyer will delete all procurement line items (PLIs) on this document and save the changes. This action will cancel the contractual document within SAP.

FIELD	DATA
Transaction Code	ME22N
Purchase Order	See Supplemental Data Sheet

Note: To complete activity, refer to the “Cancel Contractual Obligor Document” within the OLQR